



MAY 2012				
Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1--- Logan Office</b> 12:30 to 4:30 pm Employment Essentials	<b>2—Brigham Office</b> 12:30 to 4:30 pm Employment Essentials	<b>3—Logan Office</b> 9:00 am to 1:00 pm Employment Essentials	<b>4--Logan Office</b> 9:00 am Federal Apps
<b>7— Brigham Office</b> 9:00 am to 1:00 pm Employment Essentials	<b>8– Logan Office</b> 9:00 am to 1:00 pm Employment Essentials	<b>9 – Brigham Office</b> 12:30 to 4:30 pm Employment Essentials	<b>10 – Logan Office</b> 12:30 to 4:30 pm Employment Essentials	<b>11— Brigham Office</b> 9:00 am Federal Apps
<b>14—Brigham Office</b> 9:00 am to 1:00 pm Employment Essentials	<b>15—Logan office</b> 12:30 to 4:30 pm Employment Essentials	<b>16 – Brigham Office</b> 12:30 to 4:30 pm Employment Essentials	<b>17—Garden City</b> 9:00 am to 1:00 pm Employment Essentials	<b>18</b>
<b>21---Brigham Office</b> 9:00 am to 1:00 pm Employment Essentials 2:00 to 4:00 pm <i>Budgeting</i>	<b>22– Logan Office</b> 9:00 am to 1:00 pm Employment Essentials 2:00 to 4:00 pm <i>Budgeting</i>	<b>23—Brigham Office</b> <b>Assertive Communication</b> 9:00 am to 1:00 pm	<b>24—Brigham Office</b> <b>Assertive Communication</b> 9:00 am to 1:00 pm	<b>25</b>
<b>Memorial Day Observed</b> <b>Office Closed</b>	<b>29– Logan Office</b> 12:30 to 4:30 pm Employment Essentials	<b>30– Brigham Office</b> 12:30 to 4:30 pm Employment Essentials	<b>31 – Logan Office</b> 9:00 am to 1:00 pm Employment Essentials	

 **Brigham Office:** 138 West. 990 South

 **Logan Office:** 180 North 100 West

 **Garden City:** 69 N. Paradise Parkway, Bldg B. #224

**Employment Essentials:** *NEW WORKSHOP* to learn Job Searching, Skills ID, Resume, Interviewing, and Networking all in one **4 hour** powerful presentation! Introduction to JOB EXCHANGE program! This workshop includes a BRIEF overview of the following:

**Job Searching with Technology:** Learn tools and tips to online job search, electronic job boards, and how to track your jobs. Learn about Utahfutures.org to improve your job searching efforts, skills, interests and training.

**Skills Identification:** Identify job content, transferrable and self-management skills. Identify your skills and how to market and match your skills with an employer.

**Résumé:** Learn how to write and design a cutting-edge résumé and cover letter. Receive résumé and cover letter examples to assist them in writing and designing a résumé. Please bring a copy of your current resume.

**Interviewing Skills:** Learn to be confident in an interview, answer tough questions, illegal questions, 60 second commercial and SAR technique.

**Networking Strategies:** 80% of jobs are found by Networking! Learn networking techniques to find opportunities in the traditional and "hidden" job market. Construct a Marketing Message. Learn how to Market with Email, Facebook and LinkedIn.

**Budgeting:** Learn techniques to get your finances back on track, savings plans, different budget methods, SMART goals, how to pay off debt and understand how to rebuild your credit.

**Federal Applications:** Learn the hiring process with USAjobs.gov and tips on how to better qualify for federal positions.

**One-on-One Practice Interviews:** Call (435) 695-2648 to schedule an appointment in Brigham or (435)792-0300 for Logan! **Workshops: Register today for a workshop online when logging into your profile page.**

**Assertive Communication:** Learn communication styles, how to say no, listening skills, expressing thoughts and feelings, personal rights, power up your language in interviews, conflict management, & positive and negative feedback strategies.